

CITY OF CARLSBAD

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COUNCIL POLICY STATEMENT

Date Issued 8-1-72

General Subject: ADMINISTRATION

Effective Date 8-1-72

Specific Subject: Agendas for City Council Meetings

Cancellation Date

Supersedes No.

Copies to: City Council, City Manager, City Attorney, Department and Division Heads, Employee Bulletin Boards, Press, File

PURPOSE:

To establish standard procedures and responsibilities for the inclusion of and preparation of items for the agenda of meetings of the City Council.

STATEMENT OF POLICY:

1. The City Clerk shall be responsible for the preparation of the agenda and the inclusion of all proposed items except those initiated by any City Department or City Association.
2. All agenda items initiated or proposed by any City Department or City Association shall be approved by and be the direct responsibility of the City Manager. Full information, both pro and con, will be expected on these items at the time of presentation.
3. As a general rule, the Council will consider only those items which are included on the regular agenda and for which full preparations have been made. However, the Council may initiate discussion, at its discretion, of items not included on the regular agenda, particularly if such items are of any emergency nature relating to the health, safety or welfare of the City of Carlsbad.
4. No ordinance shall be included on the agenda that has not been thoroughly researched and studied by the concerned staff members and reviewed and approved by the City Attorney.
5. The City Council agenda shall be closed at 12:00 noon, the Wednesday preceding the regular Tuesday Council meeting, at which time the City Manager shall provide the City Clerk with his approved agenda items.
  - a) The agenda for adjourned City Council meetings shall be prepared at the earliest possible date.
6. The City Manager and City Clerk shall cooperate closely to coordinate their efforts to assure that all matters that warrant inclusion on the agenda shall be placed on the earliest agenda possible for consideration by the City Council.